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20 March 1963

MEMORANDUM FOR: [REDACTED]

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SUBJECT:

Senior Staff Conference
[REDACTED] 22-23 March 1963

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1. Attached for your information are the Agenda and Administrative Notes on our upcoming conference in the country. The Agenda is intended as a general guideline for the sessions as outlined by [REDACTED] at the Monday staff meeting and will not be followed strictly if in the discussions it becomes apparent that there should be a different allocation of time.

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2. You should bring a copy of the Mission & Function Statements (NPIC [REDACTED] dates 21 Nov 1962), the suggested agenda items distributed at the Monday staff meeting and any other background material that you think might be germane to the discussions. No code word material should be included. All materials should be put in a sealed, brown, manila envelope with your name on it and delivered to me by 1500, Thursday afternoon. I will arrange to have them packed and delivered to the conference along with a supply of paper, pencils, and other administrative materials.

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3. The preparation of travel orders has been taken care of by the Administrative Staff. Those who drive will be paid a flat rate of \$10 for the trip. Since housing and meals are furnished by the base, no per diem will be paid.

4. If there are any questions you have concerning the conference or anything I might do to help you, please let me know.

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[REDACTED]
Deputy Chief, Administrative Staff, NPIC

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